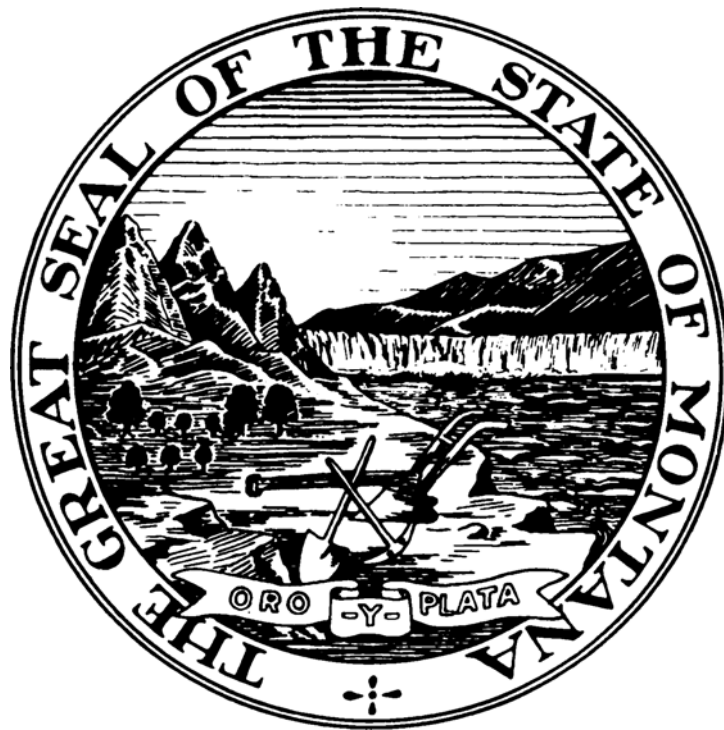# INSTRUCTIONS FOR ELECTRONIC SUBMITTAL OF SCHOOL DISCIPLINE DATA

School Year 2003-2004

Office of Public Instruction
Linda McCulloch, Superintendent
PO Box 202501
Helena, MT 59620-2501

September 2003

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INSTRUCTIONS FOR THE ELECTRONIC SUBMISSION OF SCHOOL DISCIPLINE DATA
SCHOOL YEAR 2003-04 (JULY 1, 2003 – JUNE 30, 2004)

SOME IMPORTANT POINTS

✔ The electronic school discipline data collection application **will be open for data entry on September 15, 1003**.

✔ Electronic submission of school discipline data will take place over the course of the school year. **The application will be open for data entry until June 30, 2004**. The application is designed so that schools can enter data as an incident happens. However, if a school prefers, data may be entered all at once at the end of the school year.

✔ The application is structured so that **a school district may enter data for its individual schools or if the district prefers,** each of the district's **schools may enter their own data** and submit to the district. The district is ultimately responsible for submittal to the Office of Public Instruction (OPI).

✔ School districts and schools may enter or edit data throughout the school year. However, **submittal of that data** by the school to the school district or by the school district to the OPI **will not be available until May 1, 2004**.

✔ This manual covers only instructions for entering and submitting school discipline data electronically. **For information on definitions or data requirements, please see the <u>School Discipline Data Reporting Instruction Manual</u>** that was mailed to each school district on September 8, 2003, and is also available for downloading on the web at <u>http://www.opi.state.mt.us/safeschools/index.html</u>.

✔ This manual includes **Validation Checks** that accompany the directions for each field. These checks provide information on validations that are built into the program to ensure correct data are entered for each field. If you are having problems entering data for a particular field, reading the validation check may provide you with a solution.

✔ **If you have questions**, please contact Pat Reichert (phone: 444-4430, e-mail: preichert@state.mt.us) or Marion Erp (phone: 444-1951, e-mail: merp@state.mt.us).

This manual provides comprehensive instructions on accessing and entering data in the School Discipline Data Collection application. If you have already installed the Citrix client or tested your printer, you may want to skip those sections in this manual. Check the Table of Contents to determine where to start.

MINIMUM COMPUTER REQUIREMENTS

Hardware and software requirements

Basically any Windows 98 computer capable of running a web browser equal to Internet Explorer 5.5 with 128 bit encryption or any Windows NT, 2000 or XP computer running Internet Explorer 6.0 with 128 bit encryption.

<u>IBM</u>

Microprocessor	80486 or higher as required for a web browser
Memory	8mb of Ram as required for a web browser
Video	VGA or SVGA as required for web browser (1)
Hard disk	At least 2.5 mb free disk space available
Mouse	As required for web browser
Citrix client	6.2x - Required Installation – Replaces all previous versions

<u>Macintosh</u>

Power PC or better

Memory	8mb of Ram as required for a web browser
Operating System	9.2 or greater
Video	Not applicable
Hard disk	At least 2.5 mb free disk space available
Mouse	As required for web browser
Citrix client	6.2x – Required Installation – Replaces all previous versions

Note: A screen resolution of 800 x 600 will provide you with the most efficient video resolution. A resolution of 640 x 480 will not provide you with a good working environment. To change your video resolution right click on your desktop, go to Properties and select Settings. Move the slider bar under "Screen Area" until a resolution of 800 x 600 is displayed. Click "OK."   You will be prompted to accept the new settings in the "Display Settings" dialog box. The monitor will blank and display the new settings under the "Monitor Settings" dialog box.   If you do not click on the "OK" button at this point your settings will be returned to normal after 15 seconds. If the video settings appear normal click "OK" and your monitor resolution will be reset.

LOGGING ONTO IRIS

Please note that the format of the Citrix screens may occasionally change. This means that the screens pictured in this manual may be slightly different than what is seen on the screen.

If you have problems following the instructions because of screen changes, please call the OPI Help Desk at 406-444-3448.

To access the School Discipline Data Collection via the Internet, log onto the Office of Public Instruction's (OPI) Web page at http://www.opi.state.mt.us.

If you experience difficulty getting to the OPI's home page, please try to reach another site like www.yahoo.com or www.google.com. If you cannot reach either of these sites, your problem is likely with your local Internet provider. Please give them a call. If you find that you can reach other sites on the Internet, but cannot reach the OPI site, please call the OPI Help Desk at 406-444-3448.

At the OPI home page, click on the tab located at the top of the screen titled **IRIS**. This link will take you to the Internet Reporting and Information Service.
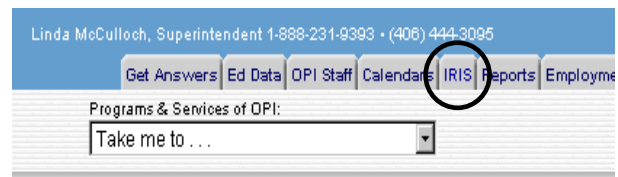
The next screen you will see is the IRIS login screen.

Sign on using the district or school user name and password mailed by the OPI to district superintendents. Passwords are changed periodically, so if you encounter problems logging in, check with your superintendent to be sure that the most current password is being used. If you still have problems, call the OPI Help Desk at 406-444-3448.

The login page gives options for using IRIS.
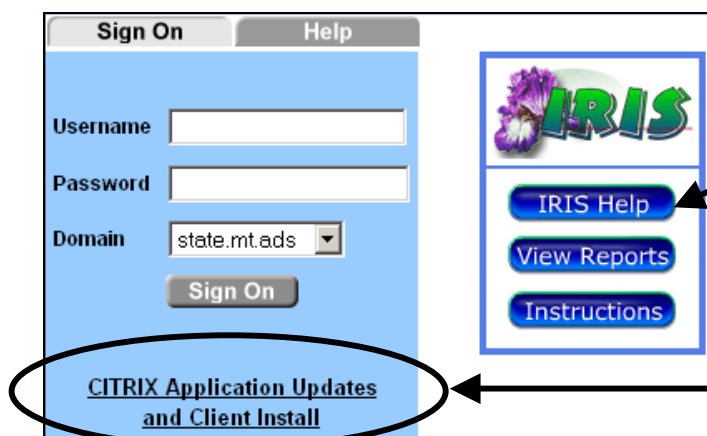
If you have never used a Citrix application through our IRIS site before:

Mac users: Choose IRIS Help and select New Iris Clients for Macintosh! Follow the instructions given there to install the client.

Windows users, click on Citrix Application Updates and Client Install. Follow instructions below.

Installing The Citrix Client

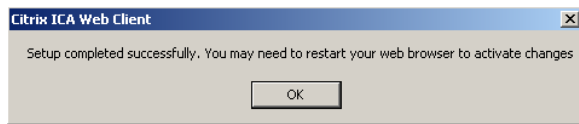**Windows users:** Click on Install Citrix Web Client.

Due to differences in operating system versions, the dialog boxes you see may not match these screen shots exactly. However, the intent of each box is the same. Follow the process without worrying about the exact wording in the box. For example, you might see either of these boxes for your first step. You want to **Run** or **Open** this program. Do not save it to disk.
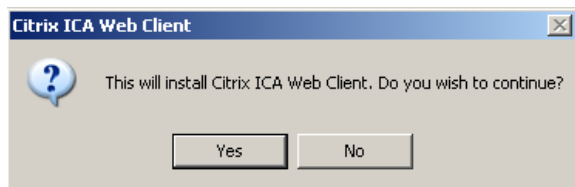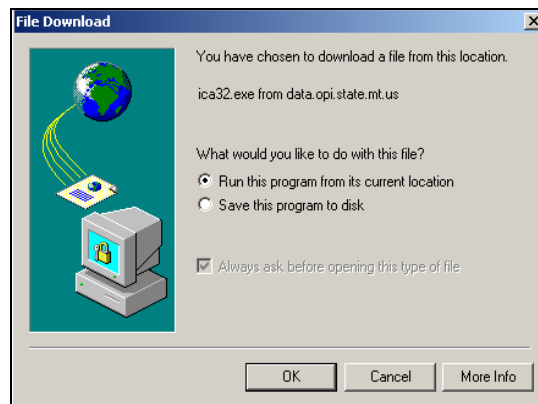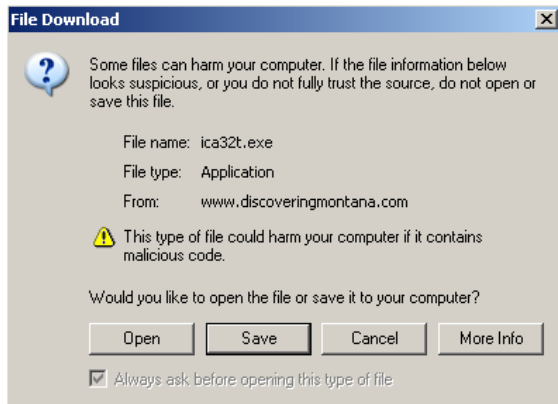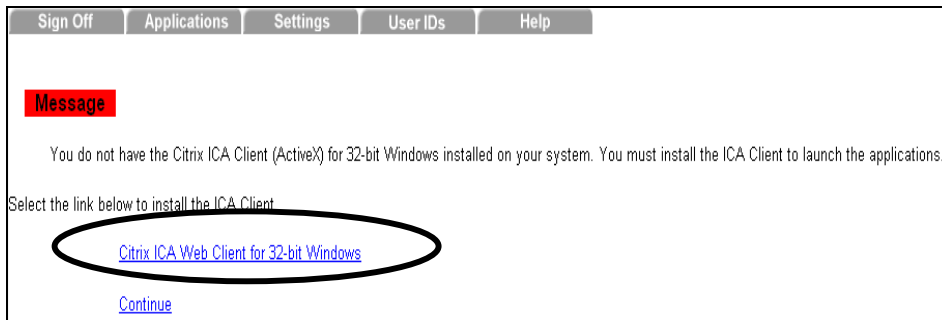
Choose Yes.
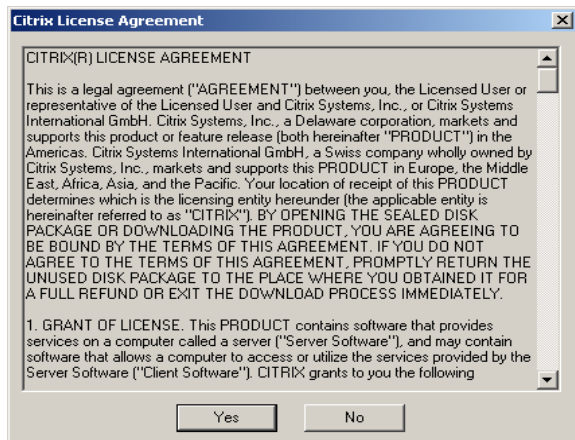
Choose Yes.

Click OK.

If you try to log in without the client software installed, you will get this message.

**Windows** users, **c**lick on Citrix ICA Web Client for 32-bit windows and continue as above.

Mac users, go back to the previous page, click on Iris Help and choose New Iris Clients for Macintosh!

After Citrix Client Is Installed
Congratulations! You have successfully connected to the OPI-Citrix server and are ready to begin your work.
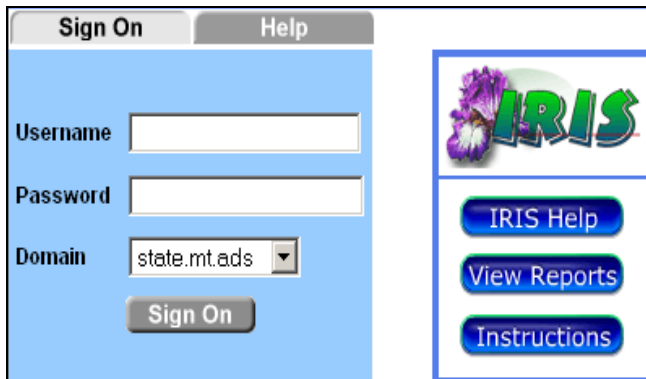

Log in using the User Name and Password provided to you by the OPI. Leave the Domain at the default value. If you cannot find your User Name and Password, call the OPI Help Desk at 444-3448.
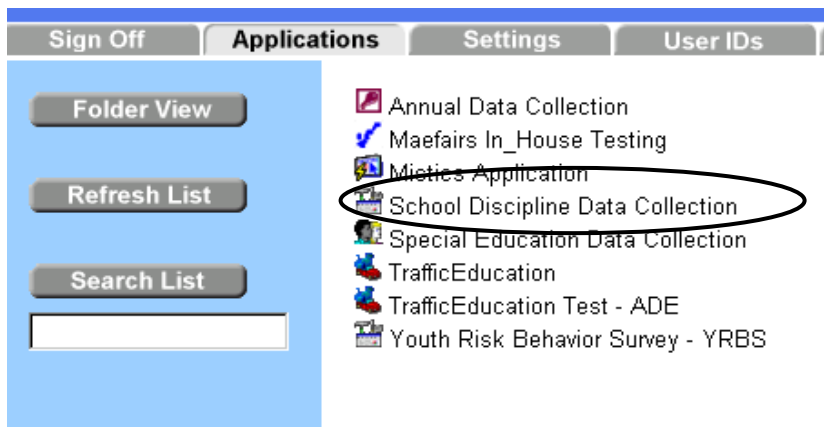

After you log in you will see the school discipline application icon in this window. You may see other applications as well. Click on the link School Discipline Data Collection.

The first time you use any Citrix application, you will see this message.
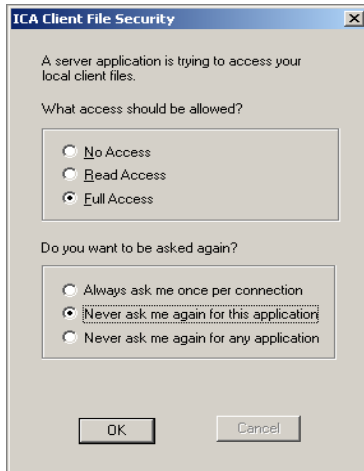
Select Full Access. The purpose of this selection is to allow access to the Citrix client software that you have installed on your computer. *This does not give the OPI or any other entity access to any other files on your hard drive.*

Depending on whether you ever want to be bothered with this message box, choose any of the options under "Do you want to be asked again?" Click OK.
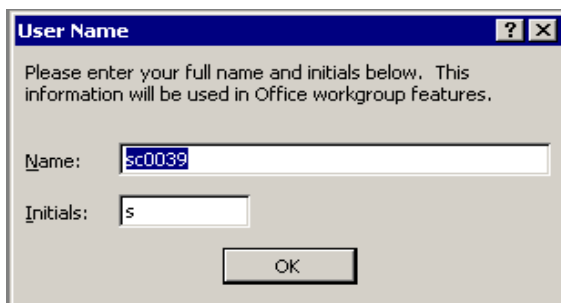
If you see this box, just click OK. Don't type anything in either field.

TESTING YOUR PRINTER

If this is the first time you have logged in, you will see the following screen for testing your printer at this point. Once you have successfully tested your printer, this screen will no longer appear. If you have printer problems and must contact the OPI, you will still be able to do data entry while you wait for the problem to be resolved by clicking the **Printer Not Working** button. You can return to the Printer Test screen at any time by clicking on the Help button located on the School Discipline Data Collection Main Menu and selecting the Printer Test option.
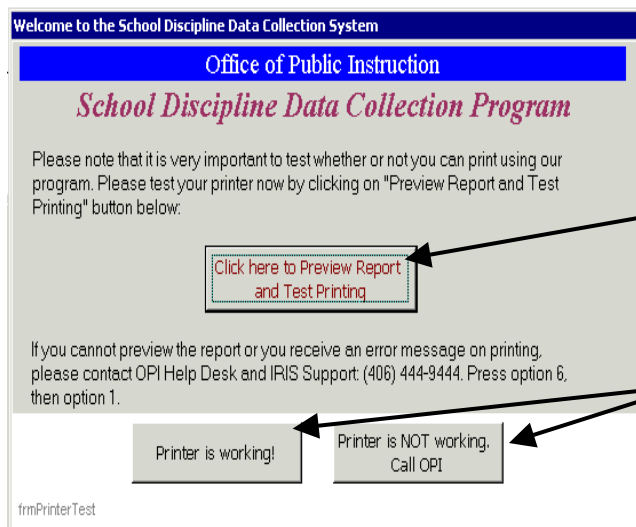
Click here to test your printer. Follow instructions to complete the printer test.

When the printer test is finished, you will be returned to this screen. Choose the appropriate button to continue.

<u>If the printer is not working</u>, use the instructions in the next section to help you determine which printer driver you have <u>before</u> you contact the OPI.

**Identifying Your Printer Driver**

The IRIS is designed to work with your locally attached or network printer. If you experience difficulty printing, it may be because the IRIS server does not have your printer driver loaded. To identify your printer driver, follow the instructions below.
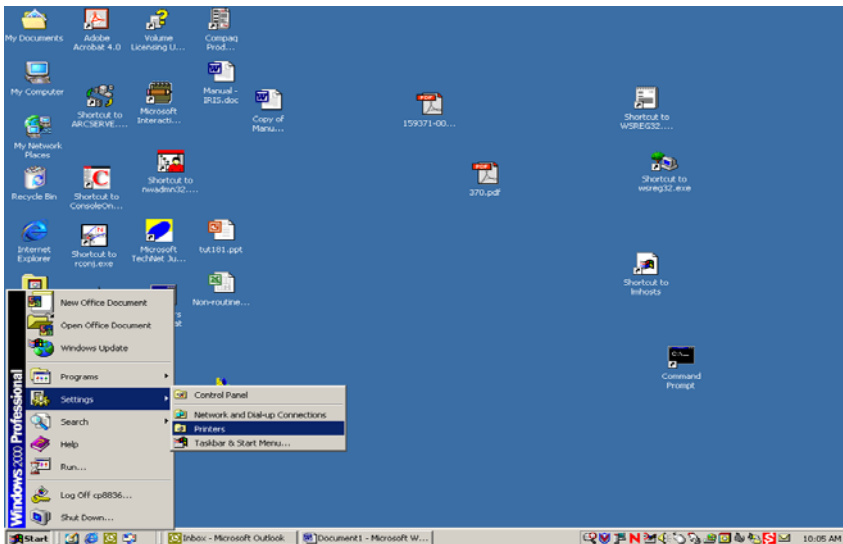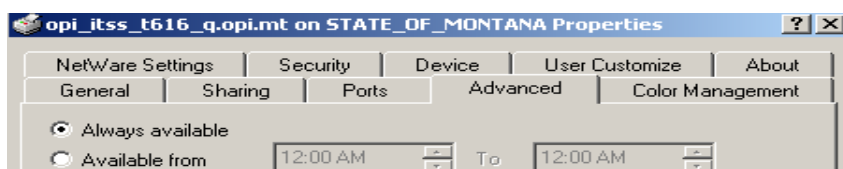
To find out what printer you have set up for IRIS go to **Start** in the lower left corner of your screen, choose **Settings,** and then **Printers.**
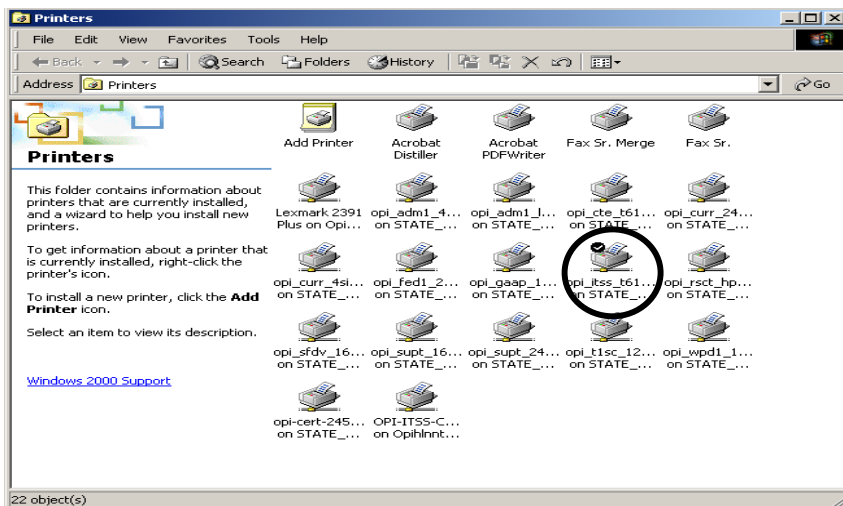
Your default printer is the printer icon with the check mark on it. Double click on this printer.
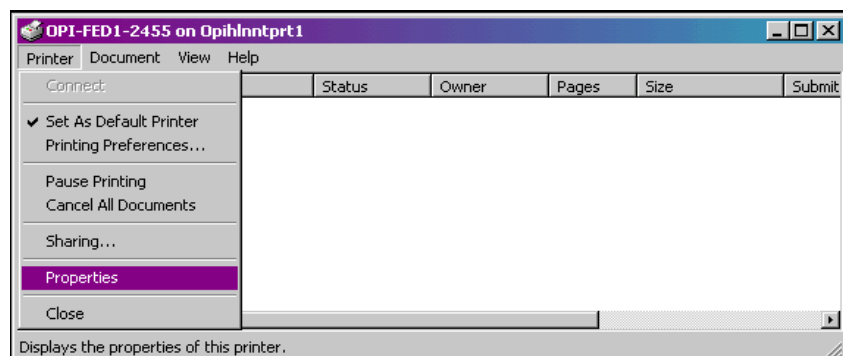
Click **Printer** from the list of pull-down menus across the top of the screen, and select the **Properties** command.

Click on the **Advanced** tab, or the **Details** tab, depending on your computer.

Your printer is listed in the **Driver** box. We may need this information to activate your printer on the IRIS server. Be ready to give us this name exactly, including spaces and capital letters, as it appears in the Driver box.

After identifying your printer driver, call the OPI Help Desk at 444-3448.

GETTING STARTED

When you see this screen, you are in the school discipline data collection application.
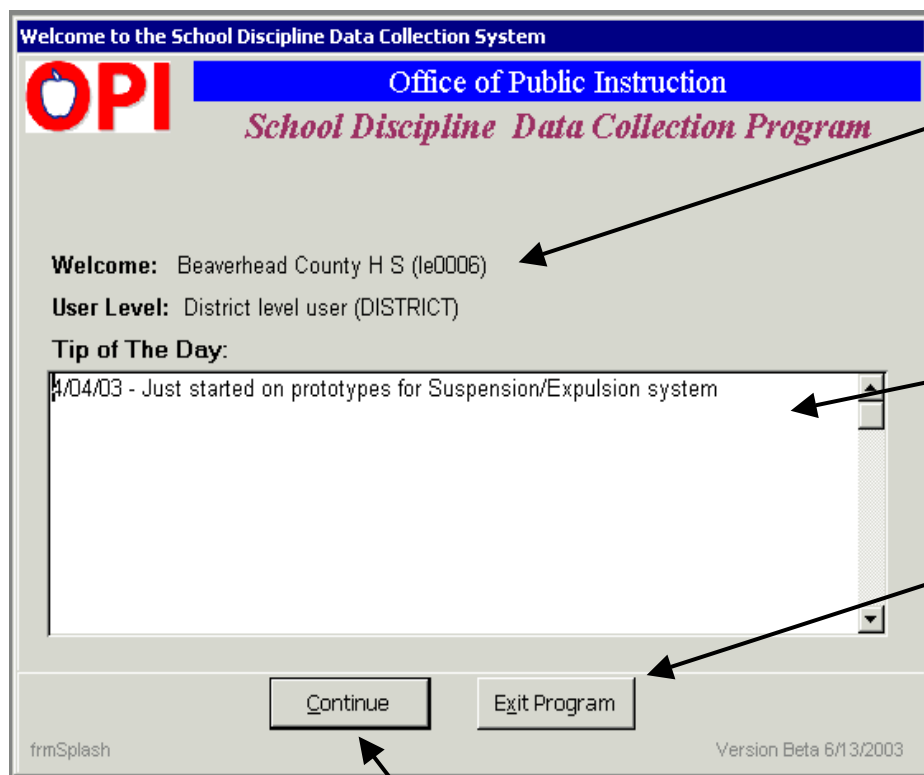
Based on your User Name and password, the program will limit your access to just those areas of concern to you and the data you need to enter. Your user level is described on this screen.

Be sure to read **Tip of The Day** for helpful hints or changes to the application.

Click **Exit Program** to exit the program.

Click **Continue** to move to the Main Menu screen.

SCHOOL DISCIPLINE DATA COLLECTION MAIN MENU

When you log in, the application will identify you as a school district or a school based on your user name and password. As a school district, you will have access to data at the school level for all schools in your district. As a school, you will have access to data for your school only.

Choose your task here. The task selected will be grayed out and the white window will reflect options under that task.

School Discipline Data Collection Main Menu

Office of Public Instruction

School Discipline Data Collection
Main Menu Features

District: **Beaverhead County H S**   LE: **0006**

Select School Year: [▼]

🖉 Data Entry

Select a button then double click to select the option to the right.

School Discipline Data Entry Form
Submit School Discipline Data

🗎 Reports

❓ Help

Enter School Discipline Data

frmSwitchBoard

Help   Exit
❓   ▯

School year must be selected before moving on. The current school year for which data are being collected is 2003-2004.

After choosing the **Data Entry** task from the buttons on the left of the screen, double click on **School Discipline Data Entry Form**.

The **Exit** button will exit you from the program.

The **Help** button will provide access to help options.

After choosing the **School Discipline Data Entry Form** from the Main Menu, this is the next screen you will see.

SCHOOL DISCIPLINE DATA COLLECTION

7/1/2002 through 6/30/2003

District: **Sidney Elem (0745)**   School Year: **2002-2003**   State FY: **2003**

School: [Sidney 7-8   ▼]   Month Incident Occurred: [▼]

Name	Sc
Sidney 7-8	1619
Sidney Elementary	0979

If you are logged in as a district, you must select a school from the school pull-down menu. If you are logged in as a school, the school will show in the **School** field and you will continue to the next step.

Select a month from the **Month Incident Occurred** pull-down menu. This will allow you to either enter a new incident for that month or edit existing incidents reported under that month.

Selecting a month will bring up a screen that lists incidents already entered for that month or, if no incidents have been reported, the screen will be empty. To add a new incident for that month, click on the **Add Incident** button to bring up the data entry screen.

NO INCIDENTS TO REPORT

After choosing the **School Discipline Data Entry Form** from the Main Menu (if a district is entering data, a school must also be selected from the **School** pull-down menu), this is the screen you will see. Simply check the **No Incidents to Report** check box with your mouse (a check will appear in the box), and you are done.

DATA ENTRY SCREEN

The data entry portion of the screen is divided into three sub-categories: Incident and Victim Codes, Perpetrator Information and Codes, and Action Information and Codes. Tab from one field to the next starting with the Location Code (the curser automatically starts on this field). For definitions or instructions on data requirements, refer to the School Discipline Data Collection Instruction Manual mailed to school districts in September (this manual can also be found on the Web at http://www.opi.state.mt.us/safeschools/index.html).

Report buttons will provide detailed reports (see instructions for Reports on page 16).

Help button will provide help options

Exit button will exit the application.

Things to remember while entering data:

- To delete an entire incident (there must be some data already entered) click on the **Delete** button in the lower left corner of the data entry screen.

- There are two methods of deleting perpetrator data without deleting the entire incident. If you are in the middle of entering data for a specific perpetrator, but have not finished entering all the data, you can delete that unfinished perpetrator record by clicking the **Undo Perpetrator** button.

  If you wish to delete a completed perpetrator record only (not the entire incident), place your curser on the appropriate line and click the **Delete Perpetrator** button.

- If you are moving from one month to another, the month must be selected before clicking the **Add Incident** button.
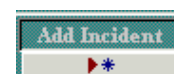
INDIVIDUAL FIELDS FROM THE DATA ENTRY SCREEN
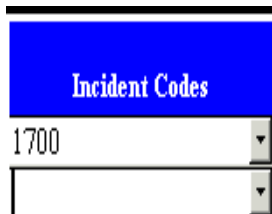
Incident and Victim Codes

Location Code

The curser, by default, is located on the **Location Code** field when adding a new incident. Begin by either typing the location code or selecting a code from the pull-down menu.

LocationCode	LocationCodeName
100	On Campus
200	Off Campus

Tab to continue to the Incident Codes field.

Validation check: This field cannot be left blank. Only one code Location Code may be entered.

Incident Codes

Enter an **Incident Code** by either typing the Incident Code or selecting a code from the pull-down menu.

More than one Incident Code may be entered by using the enter key to advance to the next line and typing in the Incident Code or selecting a code from the pull-down menu on the next line.

IncidentCode	IncidentCodeName	Category
2800	Sexual Battery	Violence
3200	Threat/Intimidation	Violence
1100	Arson	Other
1200	Attendance Policy Violation	Other
1400	Breaking and Entering/Burglary	Other
1500	Disorderly Conduct	Other
2200	Insubordination (Disobedience)	Other

Tab to continue to the Victim Codes field.

Validation check: This field cannot be left blank. More than one Incident Code may be entered.

Victim Codes

Enter a **Victim Code** by either typing in the Victim Code or selecting a code from the pull-down menu.

More than one victim code may be entered by using the enter key and then

VictimCode	VictimCodeName
100	Student
200	School Personnel
500	Other
600	Non School Personnel
700	None

a victim code or by selecting a code from the pull-down menu on the next line. **NOTE:** Code 700 is used if there are no victims.

Tab to continue to the Number of Victims field.

Validation check: This field cannot be left blank. If Victim Code 700 (None) is entered, no additional Victim Codes may be entered.

Number of Victims

Enter the **Number of Victims** that apply to the victim codes entered in the previous field.

Tab to continue to the Perpetrator Code field.

Validation check: An applicable number must be entered in the Number of Victims field if any of the following Victim Codes were entered in the Victim Codes field (see above): 100 (Student), 200 (School Personnel), 500 (Other), 600 (Non-School Personnel). A number will not be accepted if the victim code is 700(None).

Perpetrator Information and Codes

There may be more than one perpetrator involved in an incident. The Perpetrator Information and Codes and the Action Information and Codes sections relate to the perpetrator(s) involved in the incident.

➤ If the perpetrator is not an enrolled student at the school (code 640–Nonstudent or code 999–Unknown), then Perpetrator Code and the Perpetrator Identifier are the only fields to be completed.

➤ If the perpetrator is an enrolled student at the school (code 100-Student), then all additional fields across the screen, including Action Information and Codes, must be completed.

NOTE: It is recommended that, if entering more than one perpetrator for an incident, all required data for each perpetrator be entered before moving to the next perpetrator.

Perpetrator Code

Enter a **Perpetrator Code** by either typing in the Perpetrator Code or selecting a code from the pull-down menu.

Tab to continue to the Perpetrator Identifier field.

PerpetratorCod	PerpetratorName
100	Student
640	Nonstudent
999	Unknown

Validation check: This field cannot be left blank. For each perpetrator entered, only one Perpetrator Code may be entered.

Perpetrator Identifier

Enter a **Perpetrator Identifier** for each Perpetrator Code entered in the previous field. This can be a number(s) or a letter(s) or any combination of these. A name shall <u>NOT</u> be used. <u>If a perpetrator is involved in other incidents, the same Perpetrator Identifier shall be used in each incident</u>.

Tab to continue to the Gender Code field.

Validation check: This field cannot be left blank. For each perpetrator code entered, there must be an entry in the perpetrator identifier field.

Gender Code

If the perpetrator is an enrolled student, enter the appropriate **Gender Code** by either typing the Gender Code or selecting the code from the pull-down menu: M=male; F=female.

Tab to continue to the Race Code field.

Validation check: If the perpetrator is an enrolled student, this field cannot be left blank.

Race Code

If the perpetrator is an enrolled student, enter the appropriate **Race Code** by either typing the Race Code or selecting the code from the pull-down menu.

Tab to continue to the Program Status Code field.

Validation check: If the perpetrator is an enrolled student, this field cannot be left blank. Only one code may be entered.

01	American Indian/Alaskan Native
02	Asian American
03	Hispanic or Latino
04	Black or African American
05	White, Non-Hispanic
06	Native Hawaiian or Pacific Islander

Program Status Code

If the perpetrator is an enrolled student, enter the **Program Status Code** by either typing the Program Status Code or selecting a code from the pull-down menu.
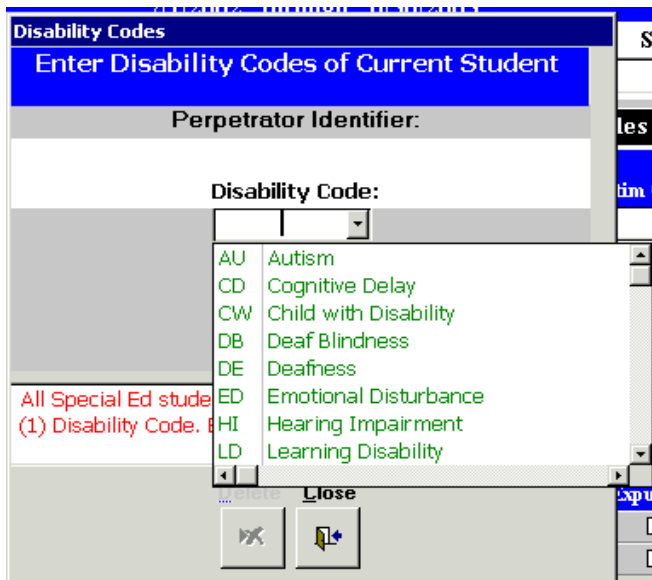
If any special education code is entered, then tabbing will pull up the Special Education Disability Codes field. If any regular education code is entered, then tabbing will skip to the Action Code field.

Validation check: If the perpetrator is an enrolled student, this field cannot be left blank. Only one code may be entered.

11	Regular Education
11A	Regular Education with Section 504 Plan
11AB	Regular Education with both Section 504 Plan & Limited English Proficient
11B	Regular Education with Limited English Proficient
12	Special Education
12B	Special Education with Limited English Proficient

Special Education Disability Codes

If the perpetrator is an enrolled student and a special education code (12) is entered for the Program Status Code, tabbing from the Program Status Code field will bring up the **Disability Codes** window. Enter all disability codes that apply by either typing the code letters or by selecting a code from the pull-down menu.

Click the **Close** button at the bottom of the window to exit and continue to the Action Code field.

Validation check: If a special education code (12) is entered for the Program Status code, then this field cannot be left blank. More than one code may be entered.

Action Information and Codes

Action Code

If the perpetrator is an enrolled student, enter the **Action Code** by either typing the Action Code or selecting the code from the pull-down menu.

Tab to continue to the Length of Removal in School Days field.

Validation check: If the perpetrator is an enrolled student, this field cannot be left blank. Only one code can be entered. If a firearms code (11, 12, or 13) has been entered in the Incident Codes field, then an expulsion code (250 or 260) must be entered here.

Length of Removal in School Days

If the perpetrator is an enrolled student, enter the **Length of Removal in School Days** that the student was suspended or expelled by typing the number. Unless firearms were involved in this incident (Incident Code 11, 12, or 13), this completes the data entry for this perpetrator.

Tab to enter the next perpetrator for this incident, or click the Add Incident button to add another incident to this month, or click on the Month Incident Occurred field to enter a new month. Click the Exit button in the lower right corner of the screen to return to the Main Menu.

Validation check: If the perpetrator is an enrolled student, this field cannot be left blank. Only one entry for a perpetrator will be allowed.

Full-Year Expulsion/Shortened Expulsion (Firearms-Related Incidents Only)

If the perpetrator is an enrolled student, and the Incident Code indicates firearms were involved (Incident Code 11, 12 or 13), use the mouse to click the appropriate box – **Full-Year Expulsion** or **Shortened Expulsion**.

Tab to enter the next perpetrator for this incident, or click the Add Incident button to add another incident to this month, or click on the Month Incident Occurred field to enter a new month. Click the Exit button in the lower right corner of the screen to return to the Main Menu.

Validation check: This section is not activated for data entry unless the perpetrator is an enrolled student and an Incident Code is entered that indicates firearms were involved (Incident Code 11, 12 or 13). Only one box may be checked.

REPORTS

The reports available in this application can be accessed from the bottom of the data entry screen.

The **Report By Entry** provides a list of incidents in the order that they are entered into the program.

The **Report By Month** provides a list of incidents by the month they occur in.

Report By Entry (Sample data are used for this example.)

This report provides data by school and lists incidents in the order that they are entered into the application. The report may be pulled up at any time during data entry and should be used to check for accuracy of data as the data are being entered. This report will show you the last entry made. The report provides a total number of incidents entered for the selected school.

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H:\susp/exp\2004Production\Manual\ElectronicManual
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To print the report, click the print icon in the upper left corner.

To exit the report, click the "X" in the upper right corner.

Report By Month (Sample data are used for this example.)

This report provides data by school and breaks out incidents by month in which they occurred. This report can be pulled up at any time during data entry. The report provides a total number of incidents entered for the school, as well as totals for each month.

Print and exit this report in the same manner as the Report By Entry (above).

CORRECTING ERRORS

Either report discussed above may be used to identify a particular incident for editing or deleting. The application assigns a unique number to each incident. In the example below, the second column titled "OPI Assigned Number" provides that unique number. To find that particular incident in the data entry screen, note the month on the report, return to the data entry screen, go to that month, and double click on the OPI Assigned Number that corresponds with the number on the report. The data entry screen for that incident will be pulled up.

Incidents in the window above are listed in numerical order by OPI Assigned ID.

SUBMIT

The Submit process for this application will not be available for users to submit their data until May 1, 2004. Data collected should reflect the entire school year (from July 1, 2003, through June 30, 2004).

If you try to submit your data before May 1, 2004, the following screen will appear:

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H:\susp/exp\2004Production\Manual\ElectronicManual
September 2003
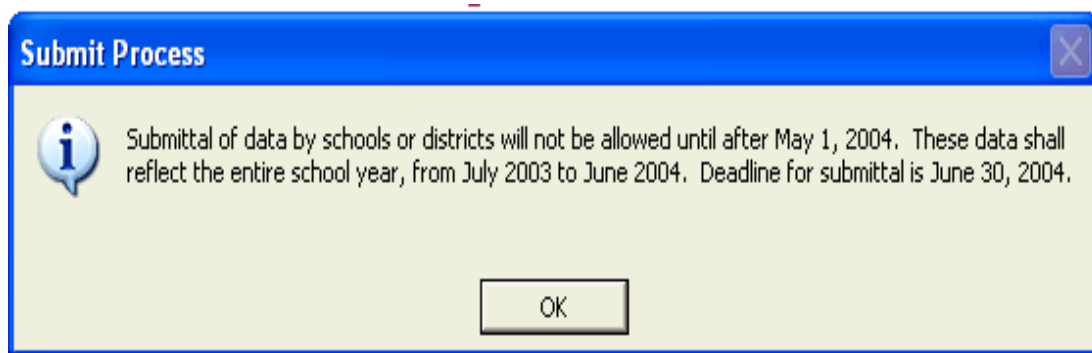
To submit school discipline data <u>after May 1, 2004</u>, double click the **Submit School Discipline Data** menu option.

After a school has submitted its data, the school will no longer have rights to edit or add data; however, the school district will still have those rights.

The school district is ultimately responsible for submitting its schools' data to the OPI. After the district has submitted the data, the district will no longer have rights to edit or add data. If corrections are needed at this point, the district must contact the OPI to make those corrections.

If you are a school district, the **District Submission Status Report** will provide you with a list of schools within your district that have or have not submitted their data. If you are a school, this report is not relevant.

To submit data, click the **Submit** button in the lower right corner of this screen. You will be prompted to verify that the data you are submitting are accurate. When you answer YES, the process is complete and your data have been submitted to the OPI.

**Congratulations,
You're Done!!!**

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